

BLD-20\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_

# RESIDENTIAL PERMIT APPLICATION

Description of Work \_\_\_\_\_

Property Address \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business phone \_\_\_\_\_ cell phone \_\_\_\_\_ e-mail \_\_\_\_\_

Applicant name/Contact name \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business phone \_\_\_\_\_ cell phone \_\_\_\_\_ e-mail \_\_\_\_\_

Contractor's Name \_\_\_\_\_

State license \_\_\_\_\_ exp. Date \_\_\_\_\_ COK Business License # \_\_\_\_\_

Mailing address \_\_\_\_\_ telephone # \_\_\_\_\_

## PROJECT INFORMATION

Alt     Addition     Other \_\_\_\_\_ Valuation \$ \_\_\_\_\_

Square footage: main \_\_\_\_\_ upper \_\_\_\_\_ bonus room \_\_\_\_\_ garage \_\_\_\_\_

den \_\_\_\_\_ basement \_\_\_\_\_ finished  unfinished  covered porches \_\_\_\_\_ decks \_\_\_\_\_

No. of bedrooms \_\_\_\_\_

No. of bathrooms \_\_\_\_\_

CURRENT WASHINGTON STATE ENERGY CODE:

**Chapter 4 Energy Credit Options: (including point values)** \_\_\_\_\_

Property connected to city sewer \_\_\_\_\_;    or septic tank and drain field system\* \_\_\_\_\_

*(\*additions & accessory buildings require an approval letter & a stamped plot plan from the BF Health District)*

It is the responsibility of the applicant to provide **ALL** necessary information required for review.  
Complete **ALL** sections to prevent any delay in your plan review. **SUBMIT 2 SETS OF PLANS**  
(1 PLOT PLAN, TRUSS REACTION SUMMARY & LAYOUT – if applicable are required at submittal)



\_\_\_\_\_  
Applicant Signature

Date Received Stamp



## Building Safety Division

210 West 6th Avenue

Kennewick, WA 99336

Phone: (509) 585-4276

[one.stop@ci.kennewick.wa.us](mailto:one.stop@ci.kennewick.wa.us)

### RESIDENTIAL ALTERATION SUBMITTAL CHECKLIST

Property Address: \_\_\_\_\_

- Completed Application\Development Conditions
- One Plot Plan – 1" = 20' scale – **Parcel number, address, North arrow. Please show location and distance of new structure to property lines, and existing structures.**
- Credit options used per Table 406.2 of the 2015 Washington State Energy Code, if adding living or conditioned space to home or structure.
- Benton Clean Air Authority Asbestos Notification Form
- Project must conform to current COK adopted codes.

Two sets of plans that are to correct scale  $\frac{1}{4}" = 1'$ , and a minimum of 11" X 17" for review with the following information:

- Building/structure Elevations
- Engineering must be provided if all or part of design is non-prescriptive according to current adopted codes.
- Foundation, footing, or anchoring plan. Please indicate size and depth required by code.
- Floor Plans – provide existing floor plan, and new floor plan, in separate details/pages. Please show all new plumbing and mechanical fixtures (exhaust fans, toilets, sinks, bathtubs, showers, etc.).
- Cross section – showing foundation (stem wall or monolithic), floor joists, wall framing and ceiling joists. Lumber grade (doug-fir, etc.) must be included and referenced on all lumber to be used.
- Beam and post sizes, along with spacing measurements, must be indicated in plans.
- Provide anchoring details for posts to footings, and mechanical attachment methods for posts to beams.
- Braced wall panel locations –interior & exterior
- Truss reactions and truss layout
- If constructing a patio cover or deck, please show attachment details of new structure to existing building. Mechanical fasteners must be UL approved.
- Stairway detail (headroom, rise/run, & handrail detail), if applicable
- Guardrail details (if applicable).

*I verify that all of the above components are contained in my plan review submittal.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION R406  
ADDITIONAL ENERGY EFFICIENCY  
REQUIREMENTS**

**R406.1 Scope.** This section establishes options for additional criteria to be met for one- and two-family dwellings and townhouses, as defined in Section 101.2 of the *International Residential Code* to demonstrate compliance with this code.

**R406.2 Additional energy efficiency requirements (Mandatory).** Each dwelling unit in a residential building shall comply with sufficient options from Table R406.2 so as to achieve the following minimum number of credits:

1. Small Dwelling Unit: ..... 1.5 credits  
Dwelling units less than 1500 square feet in conditioned floor area with less than 300 square feet of fenestration area. Additions to existing building greater than 500 square feet of heated floor area but less than 1500 square feet.

2. Medium Dwelling Unit: ..... 3.5 credits  
All dwelling units that are not included in #1 or #3.

**Exception:** Dwelling units serving R-2 occupancies shall require 2.5 credits.

3. Large Dwelling Unit: ..... 4.5 credits  
Dwelling units exceeding 5000 square feet of conditioned floor area.

**Exception:** Dwelling units serving R-2 occupancies shall require 2.5 credits.

4. Additions less than 500 square feet: . 0.5 credits

The drawings included with the building permit application shall identify which options have been selected and the point value of each option, regardless of whether separate mechanical, plumbing, electrical, or other permits are utilized for the project.

**TABLE 406.2  
ENERGY CREDITS**

OPTION	DESCRIPTION	CREDIT(S)
1a	EFFICIENT BUILDING ENVELOPE 1a: Prescriptive compliance is based on Table R402.1.1 with the following modifications: Vertical fenestration U = 0.28 Floor R-38 Slab on grade R-10 perimeter and under entire slab Below grade slab R-10 perimeter and under entire slab <b>or</b> Compliance based on Section R402.1.4: Reduce the Total UA by 5%.	0.5
1b	EFFICIENT BUILDING ENVELOPE 1b: Prescriptive compliance is based on Table R402.1.1 with the following modifications: Vertical fenestration U = 0.25 Wall R-21 plus R-4 Floor R-38 Basement wall R-21 int plus R-5 ci Slab on grade R-10 perimeter and under entire slab Below grade slab R-10 perimeter and under entire slab <b>or</b> Compliance based on Section R402.1.4: Reduce the Total UA by 15%.	1.0
1c	EFFICIENT BUILDING ENVELOPE 1c: Prescriptive compliance is based on Table R402.1.1 with the following modifications: Vertical fenestration U = 0.22 Ceiling and single-rafter or joist-vaulted R-49 advanced Wood frame wall R-21 int plus R-12 ci Floor R-38 Basement wall R-21 int plus R-12 ci Slab on grade R-10 perimeter and under entire slab Below grade slab R-10 perimeter and under entire slab <b>or</b> Compliance based on Section R402.1.4: Reduce the Total UA by 30%.	2.0
1d <sup>a</sup>	EFFICIENT BUILDING ENVELOPE 1d: Prescriptive compliance is based on Table R402.1.1 with the following modifications: Vertical fenestration U = 0.24	0.5

OPTION	DESCRIPTION	CREDIT(S)
2a	<p><b>AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION 2a:</b> Compliance based on R402.4.1.2: Reduce the tested air leakage to 3.0 air changes per hour maximum</p> <p><b>and</b></p> <p>All whole house ventilation requirements as determined by Section M1507.3 of the <i>International Residential Code</i> shall be met with a high efficiency fan (maximum 0.35 watts/cfm), not interlocked with the furnace fan. Ventilation systems using a furnace including an ECM motor are allowed, provided that they are controlled to operate at low speed in ventilation only mode.</p> <p>To qualify to claim this credit, the building permit drawings shall specify the option being selected and shall specify the maximum tested building air leakage and shall show the qualifying ventilation system.</p>	0.5
2b	<p><b>AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION 2b:</b> Compliance based on Section R402.4.1.2: Reduce the tested air leakage to 2.0 air changes per hour maximum</p> <p><b>and</b></p> <p>All whole house ventilation requirements as determined by Section M1507.3 of the <i>International Residential Code</i> shall be met with a heat recovery ventilation system with minimum sensible heat recovery efficiency of 0.70.</p> <p>To qualify to claim this credit, the building permit drawings shall specify the option being selected and shall specify the maximum tested building air leakage and shall show the heat recovery ventilation system.</p>	1.0
2c	<p><b>AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION 2c:</b> Compliance based on Section R402.4.1.2: Reduce the tested air leakage to 1.5 air changes per hour maximum</p> <p><b>and</b></p> <p>All whole house ventilation requirements as determined by Section M1507.3 of the <i>International Residential Code</i> shall be met with a heat recovery ventilation system with minimum sensible heat recovery efficiency of 0.85.</p> <p>To qualify to claim this credit, the building permit drawings shall specify the option being selected and shall specify the maximum tested building air leakage and shall show the heat recovery ventilation system.</p>	1.5
3a <sup>b</sup>	<p><b>HIGH EFFICIENCY HVAC EQUIPMENT 3a:</b> Gas, propane or oil-fired furnace with minimum AFUE of 94%, or Gas, propane or oiled-fired boiler with minimum AFUE of 92%</p> <p>To qualify to claim this credit, the building permit drawings shall specify the option being selected and shall specify the heating equipment type and the minimum equipment efficiency.</p>	1.0
3b <sup>b</sup>	<p><b>HIGH EFFICIENCY HVAC EQUIPMENT 3b:</b> Air-source heat pump with minimum HSPF of 9.0</p> <p>To qualify to claim this credit, the building permit drawings shall specify the option being selected and shall specify the heating equipment type and the minimum equipment efficiency.</p>	1.0
3c <sup>b</sup>	<p><b>HIGH EFFICIENCY HVAC EQUIPMENT 3c:</b> Closed-loop ground source heat pump; with a minimum COP of 3.3</p> <p><b>or</b></p> <p>Open loop water source heat pump with a maximum pumping hydraulic head of 150 feet and minimum COP of 3.6</p> <p>To qualify to claim this credit, the building permit drawings shall specify the option being selected and shall specify the heating equipment type and the minimum equipment efficiency.</p>	1.5
3d <sup>b</sup>	<p><b>HIGH EFFICIENCY HVAC EQUIPMENT 3d:</b> Ductless Split System Heat Pumps, Zonal Control: In homes where the primary space heating system is zonal electric heating, a ductless heat pump system shall be installed and provide heating to the largest zone of the housing unit.</p> <p>To qualify to claim this credit, the building permit drawings shall specify the option being selected and shall specify the heating equipment type and the minimum equipment efficiency.</p>	1.0

OPTION	DESCRIPTION	CREDIT(S)
4	<p><b>HIGH EFFICIENCY HVAC DISTRIBUTION SYSTEM:</b></p> <p>All heating and cooling system components installed inside the conditioned space. This includes all equipment and distribution system components such as forced air ducts, hydronic piping, hydronic floor heating loop, convectors and radiators. All combustion equipment shall be direct vent or sealed combustion.</p> <p>For forced air ducts: A maximum of 10 linear feet of return ducts and 5 linear feet of supply ducts may be located outside the conditioned space. All metallic ducts located outside the conditioned space must have both transverse and longitudinal joints sealed with mastic. If flex ducts are used, they cannot contain splices. Flex duct connections must be made with nylon straps and installed using a plastic strapping tensioning tool. Ducts located outside the conditioned space must be insulated to a minimum of R-8. Locating system components in conditioned crawl spaces is not permitted under this option.</p> <p>Electric resistance heat and ductless heat pumps are not permitted under this option. Direct combustion heating equipment with AFUE less than 80% is not permitted under this option.</p> <p>To qualify to claim this credit, the building permit drawings shall specify the option being selected and shall specify the heating equipment type and shall show the location of the heating and cooling equipment and all the ductwork.</p>	1.0
5a	<p><b>EFFICIENT WATER HEATING 5a:</b></p> <p>All showerhead and kitchen sink faucets installed in the house shall be rated at 1.75 GPM or less. All other lavatory faucets shall be rated at 1.0 GPM or less.<sup>c</sup></p> <p>To qualify to claim this credit, the building permit drawings shall specify the option being selected and shall specify the maximum flow rates for all showerheads, kitchen sink faucets, and other lavatory faucets.</p>	0.5
5b	<p><b>EFFICIENT WATER HEATING 5b:</b></p> <p>Water heating system shall include one of the following: Gas, propane or oil water heater with a minimum EF of 0.74</p> <p><b>or</b></p> <p>Water heater heated by ground source heat pump meeting the requirements of Option 3c.</p> <p><b>or</b></p> <p>For R-2 occupancy, a central heat pump water heater with an EF greater than 2.0 that would supply DHW to all the units through a central water loop insulated with R-8 minimum pipe insulation.</p> <p>To qualify to claim this credit, the building permit drawings shall specify the option being selected and shall specify the water heater equipment type and the minimum equipment efficiency.</p>	1.0
5c	<p><b>EFFICIENT WATER HEATING 5c:</b></p> <p>Water heating system shall include one of the following: Gas, propane or oil water heater with a minimum EF of 0.91</p> <p><b>or</b></p> <p>Solar water heating supplementing a minimum standard water heater. Solar water heating will provide a rated minimum savings of 85 therms or 2000 kWh based on the Solar Rating and Certification Corporation (SRCC) Annual Performance of OG-300 Certified Solar Water Heating Systems.</p> <p><b>or</b></p> <p>Electric heat pump water heater with a minimum EF of 2.0 and meeting the standards of NEEA's Northern Climate Specifications for Heat Pump Water Heaters.</p> <p>To qualify to claim this credit, the building permit drawings shall specify the option being selected and shall specify the water heater equipment type and the minimum equipment efficiency and, for solar water heating systems, the calculation of the minimum energy savings.</p>	1.5

OPTION	DESCRIPTION	CREDIT(S)
5d	<p><b>EFFICIENT WATER HEATING 5d:</b>  A drain water heat recovery unit(s) shall be installed, which captures waste water heat from all the showers, and has a minimum efficiency of 40% if installed for equal flow or a minimum efficiency of 52% if installed for unequal flow. Such units shall be rated in accordance with CSA B55.1 and be so labeled.</p> <p>To qualify to claim this credit, the building permit drawings shall include a plumbing diagram that specifies the drain water heat recovery units and the plumbing layout needed to install it and labels or other documentation shall be provided that demonstrates that the unit complies with the standard.</p>	0.5
6	<p><b>RENEWABLE ELECTRIC ENERGY:</b>  For each 1200 kWh of electrical generation per housing unit provided annually by on-site wind or solar equipment a 0.5 credit shall be allowed, up to 3 credits. Generation shall be calculated as follows:  For solar electric systems, the design shall be demonstrated to meet this requirement using the National Renewable Energy Laboratory calculator PVWATTS.  Documentation noting solar access shall be included on the plans.  For wind generation projects designs shall document annual power generation based on the following factors:  The wind turbine power curve; average annual wind speed at the site; frequency distribution of the wind speed at the site and height of the tower.  To qualify to claim this credit, the building permit drawings shall specify the option being selected and shall show the photovoltaic or wind turbine equipment type, provide documentation of solar and wind access, and include a calculation of the minimum annual energy power production.</p>	0.5

- a. Projects using this option may not use Option 1a, 1b or 1c.
- b. Projects may only include credit from one space heating option, 3a, 3b, 3c or 3d. When a housing unit has two pieces of equipment (i.e., two furnaces) both must meet the standard to receive the credit.
- c. **Plumbing Fixtures Flow Ratings.** Low flow plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply with the following requirements:
  1. Residential bathroom lavatory sink faucets: Maximum flow rate - 3.8 L/min (1.0 gal/min) when tested in accordance with ASME A112.18.1/CSA B125.1.
  2. Residential kitchen faucets: Maximum flow rate - 6.6 L/min (1.75 gal/min) when tested in accordance with ASME A112.18.1/CSA B125.1.
  3. Residential showerheads: Maximum flow rate - 6.6 L/min (1.75 gal/min) when tested in accordance with ASME A112.18.1/CSA B125.1.

## Applicant Procedures for On-line Application Residential Building Permits

### **STEP 1 - CUSTOMER NUMBER, APPLICATIONS AND CHECKLISTS**

**Most On-line applications require payment with a credit or debit card at the time of application.** You must be a registered user to apply. If you do not already have a customer number you must contact the Building/Planning Dept to receive your customer number. Call 509-585-4280; or email [permit-documents@ci.kennewick.wa.us](mailto:permit-documents@ci.kennewick.wa.us).

Review the attached application checklists and have **all** required documents ready to submit in **PDF format** before you apply. Required documents will only allow one upload, therefore your **Application** must be one PDF; **Architectural Plan** required as one PDF; **Plot plan** one PDF. **Additional Supporting Information** - not required document(s) and will allow any number of PDFs.

### **STEP 2 - PREPARE FOR APPLICATION**

#### **Permit Applications and Documents Required:**

Prepare your Plot Plan on page size no greater than 11" x 17", to a standard engineers scale (example 1" = 20 ft.). Plan Set standard architectural scale (minimum 1/4"); in PDF format with a page size no smaller than 11" x 17" (must be legible blown up), prior to applying online (See the application checklists for each permit type available online). All required documents must be uploaded within **24 hours** of applying or your application will be canceled in our system and you will be required to reapply.

### **STEP 3 - APPLY FOR PERMITS**

Go to [www.go2kennewick.com](http://www.go2kennewick.com); click on **City Services**; click on **Online Permitting**; click on **Registered User** or **New User** (*If new user you must set up an e-user account. Be sure to write down your EDEN user name and password for future access*). Once e-user registered you will be asked for your customer number. Enter the customer number you were given in STEP 1 and you will be logged on to Permits.

Click on **Apply for a permit: Select the Permit Type** from the drop down list; Add the **Permit Description** as shown on your paper application which has been filled out per STEP 1 above in the line labeled **Proposal Requested**; Select permit location by **Address** or **Parcel number** button;

- If by **address** enter the House or building address numbers into the first box and the zip code into the second box; click the **search box**; click on the  **Search for an Address** dropdown arrow and pick the correct address from the list, it will then be automatically entered into the **Permit Address Lines** below.
- If by **parcel number** enter the parcel number into the **Parcel APN#** box; click the **search box**; click on the  **Search for a Parcel** dropdown arrow and pick the correct parcel from the list, it will then be automatically entered into the **Permit Address Lines** below.

Click on **Next Step**; Enter the requested information in the boxes (**boxes with asterisk (\*) are required**); Click on **Next Step**; If the next page is **Valuation** it is not required information – Click on **Next Step**

**An email is automatically generated and delivered to the email address provided during registration.** If not in your in box please check your **junk mail**.

**Residential Building Permits** do not have a fee due until issued. At that time a credit card payment can be made on-line by the **registered applicant**. **Residential Plumbing and Mechanical** require payment by credit card at the time of application.

### **STEP 4 - UPLOAD DOCUMENTS**

You received an email after you applied in STEP 3 that includes the **document upload link as stated above**. Click on the link and fill in the information. You will be required to upload documents in all fields with a red asterisk (\*) on the upload form. The **Permit Number**, when entered, determines the required document types to be uploaded. Document types for **Residential** applications are picked from the drop down.

**SEE NEXT PAGE**

## City of Kennewick Permit Plan Upload

Fields and/or attachments with a red asterisk are required.

Permit Number*	BLD-2020-00000	Document Submission Number	1303
Enter your online permit user name to automatically fill in your contact information. Or, leave the user name blank and you can enter your contact information directly.			
Eden User Name	michelled		
Changes entered to the contact information below will not update the online permitting system automatically.			
Uploaded By*	MICHELLE DELLINGER	Phone Number	(509) 585 4416
		Cell Number	
Email*	michelled@ci.kennewick.wa.us		
Type of Permit*	Residential		

Please be sure to upload a full set of plans for your project. Incomplete submissions will be rejected and the plans deleted. Documents with a red asterisk (\*) are required.

### Residential

Application \*

Attach Application

Architectural Plan \*

Attach Architectural Plan

Plot Plan \*

Attach Plot Plan

Additional Supporting Information

Attach Additional Supporting Information

I'm not a robot

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Privacy - Terms

Submit

## Upload Instructions

- Click on the link near the bottom of the page within the auto generated application email you received . This link will take you to the upload documents form page.
- Enter the Permit Number. For example BLD-2020- the last digits will be unique to your application . Move to the next box.
- Enter your EDEN user name (as registered in **STEP 4**); hit TAB on keyboard which will auto populate some of the required fields.
- Click on the dropdown "Type of Permit\*" and pick **Residential**. The documents types will populate at the bottom of the form with an **Attach** button. **Application** must be one PDF; **Architectural Plan** required as one PDF; **Plot plan** one PDF. **Additional Supporting Information** - not required document(s) and will allow any number of PDFs.
- Click on the **Attach** (type of document) button and you will be prompted to your computer files to choose the appropriate files to upload. Once the file is chosen click open and the file will upload. Make sure you have uploaded each required document type (\*). When all document types have been uploaded for the permit you are working with you will have to check the "I am not a robot" box and you will be prompted to respond.
- When finished click on **Submit**. You will receive an email thanking you for submitting your plans.
- The application and associated documents will be reviewed within 2 business days to determine if the application can be accepted as counter ready. An email will be sent to your registered user email address notifying you of acceptance or rejection of your documents.
- **Accepted documents** will require no further action at this time.
- **Rejected documents** will be entirely deleted from our system and a new upload link will be emailed to your registered email address with details of missing and/or incomplete documents. Review the reasons and correct documents accordingly. Click on the provided link to resubmit.